

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Permit [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

Enclosed please find the application you recently submitted to transfer permit [PERMIT NUMBER].
The application is being returned for the following reason(s):

- ☐ Delinquent receivables
- ☐ Incomplete application or attachments not included
- ☐ Transaction fee not included or incorrect transaction fee
- ☐ Incorrect permit number
- ☐ Other: N/A

Please expect a refund of the fee (if applicable) within the next twenty (20) working days.

For additional information regarding outdoor advertising rules and regulations, please log onto
http://www.modot.org/business/Outdoor_Advertising. If you have any questions, please contact me at
[PHONE NUMBER].

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

Enclosure(s)

